Northern Illinois University
Student Involvement & Leadership Development
Poster Policy / Chalk Policy

1. The Student Involvement & Leadership Development Office must approve all posters before they are placed on campus bulletin boards. Only Student Association (SA) recognized student organizations in good standing and university departments may request placement of posters on campus bulletin boards. Posters receiving approval from Student Involvement & Leadership Development must have the appropriate office stamp placed on them. Each poster is numbered in conjunction with the poster sign in log. A copy of the poster must be given to Student Involvement & Leadership Development for record keeping. If posters are to be reproduced in quantity, an organization or department should get the original copy stamped before copies are made.

(An item is considered a poster if it is one page, and size is no larger than 24" x 24").

2. The sponsoring organization or university department must be clearly identified on the face of the poster along with contact information.

(Sponsored By: ______________, Contact Information: ______________).

A direct relationship must exist between the organizations / departments general function and the event being advertised. Any student organization receiving funds from the Student Association MUST state the following on posters: **SA Allocated and Open to All.** The length of time for poster approval is no more than two weeks.

3. An individual requesting poster approval for Student Association elections must have approval from the Student Association Elections Commissioner before Student Involvement & Leadership can approve the request.

4. Posters indicating in writing or by illustration the serving of alcoholic beverages must contain a statement that "no one under 21 years of age will be served; ID's will be checked". No reference to alcohol abuse will be allowed (all you can drink, drinking contests, etc.).

5. Posters printed in a language other than English must include an English translation on the face of the poster or have an English translation on file in the Student Involvement & Leadership Development Office.

6. The relative size of the print advertisement or logo of the commercial sponsor shall be 1/3 or less in size of the event program, organization, or department being advertised and positioned in the lower 1/3 of the poster.

7. Approved posters (with the Student Involvement & Leadership Development stamp visible) may be placed ONLY on bulletin boards provided for this purpose in university buildings. Any poster attached to bare walls, glass, artwork, elevators, sidewalks, bus shelters, light poles, garbage cans, floors, or other objects will be removed. Only one type of each poster may be posted on each bulletin board. A poster may not be placed covering other posters.

8. The Holmes Student Center, Food Service Director, must be contacted and will advise regarding the Table Tent Policy.

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9. In residence halls, approved posters are to be delivered to the main desk of each hall at least 24 hours prior to the day the materials are to be posted. The main desk will further advise on their posting policy (policies differ from hall to hall). Please abide by each policy.

10. For the Huskie Bus line, approved posters may be posted only within the overhead advertising frames on the inside of any bus.

11. Failure to obtain approval for posters or the posting of posters on objects other than appropriate bulletin boards may result in the loss of an organization's / department's privilege of poster approval. Any poster deemed inappropriate must be removed by the organization / department in question, within 24 hours of notification. Repeated violations of this policy may result in the loss of the organization's / department's status and the adjudication of individuals.

12. The Director of Student Involvement & Leadership Development may withhold approval for any poster deemed to be obscene, lewd, or potentially offensive to a portion of the university community, or which advertises an event which is illegal or unlawful. The decision of the Director may be appealed to the Associate Vice President for Student Affairs.

13. Student Association recognized organizations in good standing / departments are allowed to chalk on concrete sidewalks ONLY. A washable non-toxic chalk must be used; no permanent materials are allowed, including but not limited to paints, markers, crayons, etc. Chalking is not allowed on university buildings, stairs, decorative bricks, walls / ledges, or any other area not identified as a sidewalk. Failure to follow these guidelines may result in the loss of privileges.

14. If for any reason poster privileges have been lost or revoked, this also applies to the organization's / department's privilege to chalk sidewalks, use display cases, etc.

15. Unauthorized removal of posters is in direct violation of the University's Student Judicial Code 3-2.1. Violators will be forwarded to the University Judicial Office.

16. Other ways of informing the student body and exercising free speech without posting are listed below:
   1. Free Speech Area (Martin Luther King Commons Mall Area)
   2. Reserve Hallway Table Space in DuSable, Wirtz, or Holmes Student Center
   3. Electronic Message Board
   4. Northern Star

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